



# CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

OCTOBER 2016

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## Performance Measures

### Police Calls and Service Times

Month	2013	2014	2015	2016	Average Emergency Response Time	PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673	2:11 Minutes	9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585	1:57 Minutes	7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884	1:35 Minutes	17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925	1:12 Minutes	19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089	2:03 Minutes	22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096 +630 fc	1:44 Minutes	18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076	2945 +495 fc	1:30 Minutes	29 = 1:18	7 = 2:06	14 = 1:07
August	2995	3280	3064	2824 +209 fc	2:11 Minutes	12 = 2:00	14 = 2:21	20 = 2:14
September	3342	3129	2892	2689 +404 fc	2:40 Minutes	12 = 2:00	14 = 2:22	20 = 2:11
October	3269	3158	2805	2813 +615 fc	2:43 Minutes	19 = 1:51	10 = 2:46	14 = 3:33
November	3472	2763	2871					
December	2670	2551	2512					
Totals	36252	36252	33,755	28,523				
Avg per Day	99.5 cfs	98.5 fs	92.4 cfs	93.8 cfs				

NOTE: Calls for Service for the months of June-September listed here, separate all frequent checks from the cfs, accounting for 2353 frequent checks. CFS totals can be skewed with the inclusion of the FC's which were required to be documented these months in CAD. Calls for Service totals do not include the frequent checks for those months.

### Crime

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg- Com	Larc	MV	Total
Oct. 16	0	0	7	3	15	18	1	59	7	110
Oct. 15	0	1	2	4	9	7	3	61	3	90
Dif. +/-	0.0%	-100.0%	250.0%	-25.0%	66.6%	157.1%	-66.7%	-3.3%	133.3%	22.2%

			Monthly	Total				Monthly	Total	
Violent Crime Diff +/-			25/16	56.25%	Property Crime Diff +/-			85/74	14.86%	
YTD 16	9	16	30	26	136	147	19	562	32	974
YTD 15	1	8	33	19	85	123	35	639	38	983
YTD%	800.00%	100.00%	-9.09%	36.84%	60.00%	19.51%	-45.71%	-12.05%	-12.05%	-0.91%
YTD	Violent Crime YTD (Diff # / %)			217/146	48.63%	Property Crime YTD (Diff #/ %)			760/835	-8.98%

### Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.08 miles

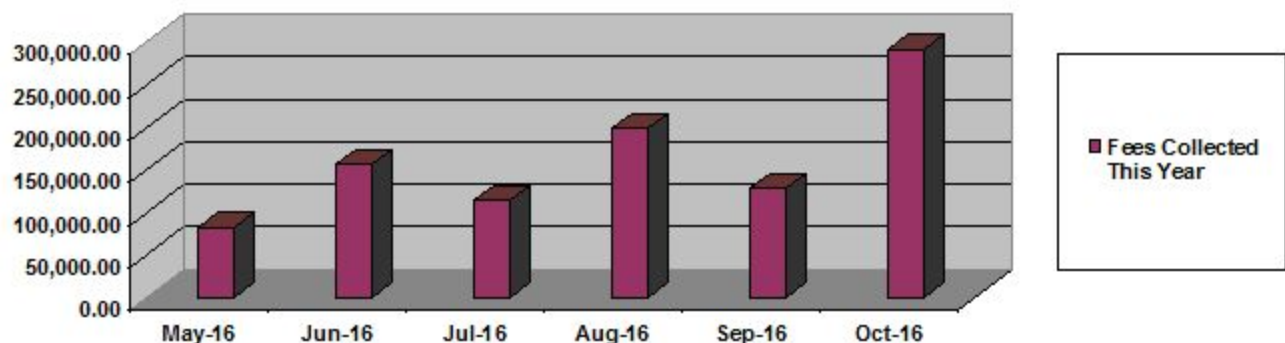
### Diversion Rate of Solid Waste from Disposal at a Landfill

- October diversion rate – 41.7%
- 12-month (November 2015 – October 2016) diversion rate – 41.6%

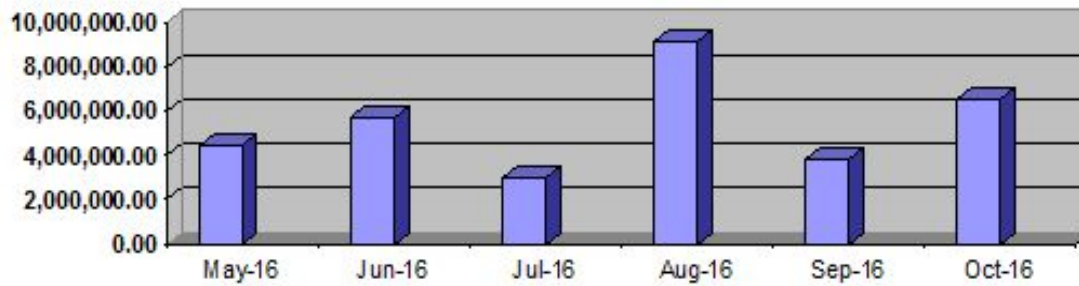
### Water Quality Testing Results

- There were no water quality issues with the October 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

### Permits - \$290,552.64

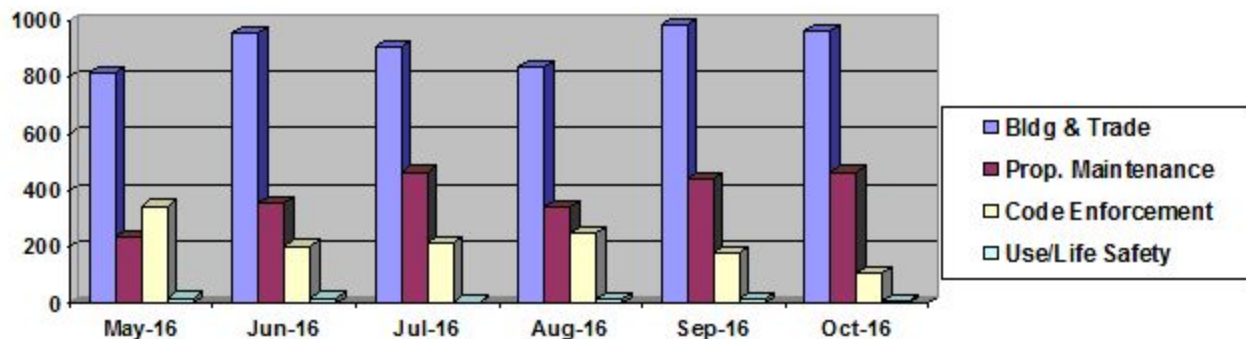


## Value of Private Construction - \$6,505,176.44



## Private Construction Inspections Performed

- 965 Building and Trade Inspections
- 106 Code Enforcement Inspections
- 8 Use/Life Safety Inspections
- 466 Property Maintenance (Also, Glenwood Morris Blum-102 units; Bloomsbury Square-35 units; Annapolis Gardens-45 units; Bay Ridge Gardens-198 units; Spa Cove-168 units; Eastport Terrace-85 units; Callaghan Hotel-124 units)

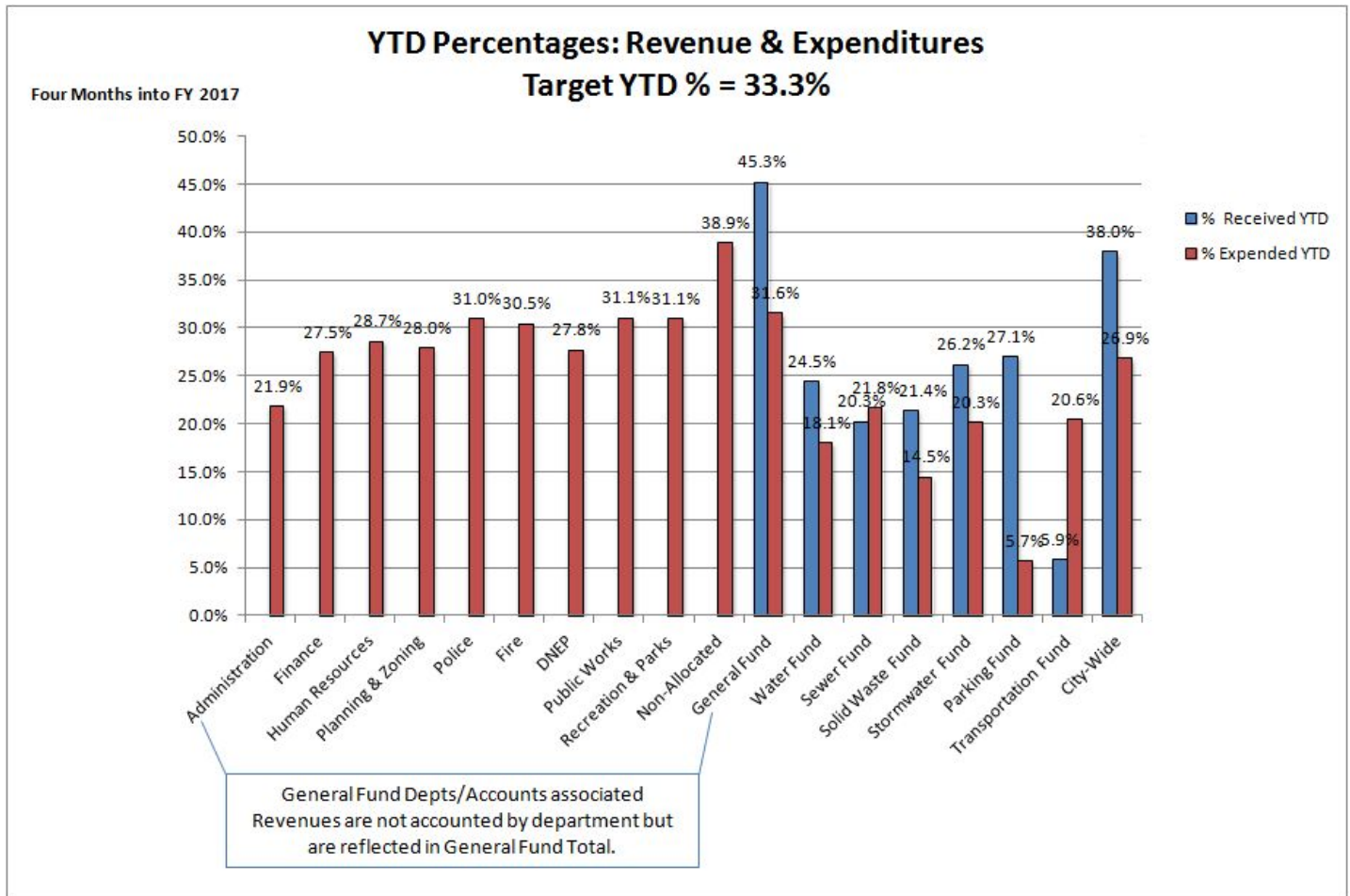


## Budget Status

YTD Percentages: Revenue & Expenditures						
July 2016-October 2016: YTD 33.3%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				660,130.86	21.9%	3,008,577.36

Finance				1,237,557.30	27.5%	4,498,874.36
Human Resources				210,364.74	28.7%	733,370.02
Planning & Zoning				555,338.31	28.0%	1,982,811.22
Police				5,247,800.12	31.0%	16,914,460.67
Fire				4,988,345.89	30.5%	16,356,402.27
DNEP				578,532.53	27.8%	2,083,872.15
Public Works				2,430,327.18	31.1%	7,816,733.74
Recreation & Parks				1,440,409.26	31.1%	4,638,879.35
Non-Allocated				5,202,565.14	38.9%	13,377,153.35
General Fund	32,323,899.16	45.3%	71,412,667.34	22,551,371.33	31.6%	71,411,134.50
Water Fund	1,908,524.82	24.5%	7,789,467.43	1,369,889.31	18.1%	7,580,205.34
Sewer Fund	1,763,892.11	20.3%	8,696,656.00	1,857,984.33	21.8%	8,524,786.09
Solid Waste Fund	599,140.10	21.4%	2,793,266.31	347,899.90	14.5%	2,396,863.39
Stormwater Fund	234,015.66	26.2%	892,500.00	161,740.17	20.3%	798,685.47
Parking Fund	2,133,156.27	27.1%	7,864,000.00	456,715.99	5.7%	7,947,239.46

Transportation Fund	214,167.69	5.9%	3,653,500.00	748,248.35	20.6%	3,635,949.29
City-Wide	39,176,795.81	38.0%	103,102,057.08	27,493,849.38	26.9%	102,294,863.54



## Central Purchasing

### Current Procurements

#### RFP 16-04 – Assessment of Corrective Measures – Annapolis Landfill

- 2 Proposals received. Award on hold.

#### RFP 16-09 – Transit Bus Electronic Fare Box Collection System

- Awarded to TripSpark. Contract in process.

**RFP 16-20 – Truxtun Park Pool Management and Operation Services**

- 1 proposal received. Review in progress.

**RFP 17-03 – Construction Services – Stanton Center Floor Replacement**

- Awarded to L & R Floors. Contract in process

**IFB 17-04 – Emergency Generator Maintenance Services**

- Awarded to Greentech Fuel Management. Contract in process.

**IFB 17-05 – Chesapeake Avenue Water Main Replacement**

- Bids due 11/15.

**RFQ 17-07 – Stormwater Management Program**

- Qualifications statements due 12/1.

**RFP 17-09 – Investment Consulting Services**

- 15 Proposals received. Review in progress.

**RFP 17-10 – Mosaic Tile Art Mural**

- 2 Proposals received. Review in progress.

**RFP 17-12 – Forest Drive Sector Study**

- 6 Proposals received. Review in progress.

**RFP 17-14 Stormwater and Flood Mitigation Design**

- 2 Proposals received. Review in progress

**Completed Procurements**

**RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design/pricing under review.

**RFP 15-12 Annapolis Renewable Energy Park**

- Awarded to BQ Energy. Lease approved. Project scheduled for Fall 2017 completion.

**RFP 15-22 – APD Firing Range Ventilation System**

- Awarded to Careys Heating and Air Conditioning. Project scheduled for October 2016 completion.

**RFP 15-23 – Upper West Street Sector Study**

- Awarded to AECOM. Study scheduled for December 2016 completion.

**RFP 16-06 – Energy Performance Contracting**

- Awarded to Honeywell International. Energy audit completed. Proposed projects under review.



### **RFP 16-16 – Design Services – PMRC Ball Field Renovations**

- Awarded to First Capital Engineering. Project scheduled for October 2016 completion.

### **RFP 16-21 – Working Waterfront Awareness Program**

- Awarded to Vitalink. Project to be completed by February 2017.

### **IFB 16-23 – Admiral Farragut Water Tank Painting**

- Awarded to Manolis Painting, Inc. Project scheduled for November 2016 completion.

## **Pending Procurements**

### **IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release TBD.

### **RFP 17-13 – Actuarial Services – Pension and OPEB**

- Draft in progress. Anticipated release TBD.

## **Capital Projects**

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### **Pump Station Replacement/Rehabilitation**

Second St. PS Wetwell Rehab – The new interior door into the wetwell has been installed. Cost proposals are being reviewed for replacing an exterior door and the adjacent windows.

### **Sewer Rehabilitation and Water Distribution**

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation – The contractor has made 27 point repairs and lined over 5,000 feet of sewer mains. The locating of a buried City manhole on USNA property has been rescheduled for November after the surrounding utilities have been located and marked. USNA Flowmeter – USNA WTP data has been ruled out for primary use in USNA sewage flow measurement. Alternate sewage meters are under consideration. Buried Asset Evaluation – GIS/Model discrepancies are being reviewed and corrected, as appropriate. Final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the discrepancies are resolved. The second draft software review report was submitted October 25 and is under review. We are awaiting the P&Z land use plan for finalization of the report. Water Meter Purchases – Comprehensive radio read meter purchases and installation continues. Review of large meter full or “guts” replacement is also ongoing. Chesapeake Ave. Water Main Replacement – The pre-bid meeting was held October 18. Addendum 3 was issued November 1. Bids are due on November 15.

### **Water Tank Rehabilitation**

The Farragut tank work is ongoing. Interior safety improvements, exterior door and interior platform installation are complete. Remaining work items are being addressed.

### **New Water Treatment Plant (WTP)**

WTP Design/Build (D/B) – Project work and related activities completed this month include further commissioning preparation; preparation for installation of aerators; pump room conduit installation; delivery of chemical building FRP tanks; electric room work including setting analyzers; miscellaneous paintings and coatings; and 30" water line tie-in completed.

### **City Dock Bulkhead Replacement, Phase 2**

Stormwater management (SWM) design and construction remains to be completed. Potential location identified in Truxtun Park. RFP being developed for the SWM project.

### **Landfill Gas Mitigation**

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

### **Stormwater Management Retrofit**

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts was reviewed and recommendations have been provided. The project engineering firm will prepare the engineering design of the selected drainage solution.

### **Stormwater Management – Flood Risk Mitigation**

The Army Corps of Engineers (USACE) completed data compilation, mapping and review of existing downtown stormwater system. USACE contracted with Gannett Fleming to perform stormwater system modeling which will inform the stormwater system engineering design. The modeling is due to be completed by the end of the year. The final report from USACE will be completed by the end of February. An RFP for the development of conceptual plans followed by detailed engineering design of the storm drain modifications was issued in October, with proposals due in early November.

### **City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation**

The HVAC systems for the City offices and Council Chamber are complete. Waiting for a mounting bracket to install the cover for a fin-tube heater. Working out details to schedule power outage to replace two (2) old 3-phase electric panels in Electrical Room.

## **Maintenance Facilities**

The Design/Build (D/B) team is working on limiting the scope of work in the back portion of the site and researching other cost savings options. The D/B team is working with Critical Areas Commission to reduce the landscaping classification.

## **Road Resurfacing**

The 2016 Resurfacing Program continued in October. Work associated with paving on Garden Gate Lane and Edelman Drive was started.

## **Main Street Reconstruction**

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

## **Cornhill Street Sidewalks**

HPC approved the application, and preparation of the detailed construction drawings is underway. Awaiting project construction funding from the sale of the old recreation center.

## **Wayfinding Sign Program**

Signs received from fabricator in early September. Gelberg Signs is assembling the signs. On-site pre-installation walk completed in early October.

## **Truxtun Park Ballfield Grading**

Resubmittal of the design was received on September 27. Review of the plans indicated that the engineering consultant did not meet project design criteria.

## **Personnel Update**

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### **New Hires**

- Public Works: Civil Engineer II
- Emergency Management: Office Associate IV
- Recreation and Parks: Rec Temps (s), Harbormaster

- Transportation: Bus Driver PT (2)

## Promotions/Internal Vacancies Filled

None

## Law Office Report

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### Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC A.A. District Court Case No. 3z36100886, 5z36100888 (Municipal Infractions L1-13)	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; awaiting CSA opinion
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments pending
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing
Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; oral arguments pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 1/17/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386 (L17-15)	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs submitted; oral arguments heard; decision pending
Annapolis Neck Peninsula Federation – PJR	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's

A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)		approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931 (L84-15)	DOT	Complaint and answer filed; discovery ongoing
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery ongoing
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery ongoing
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; memoranda pending
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580 (L25-16)	DOT	Complaint and Answer filed; trial date 1/17/17
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; briefs/oral argument pending
Baywoods of Annapolis – PJR A.A. Circuit Court Case No. C-02-CV-16-001916 (L30-16)	P&Z	Appeal of a Board of Appeals ruling granting application for variances; briefs/oral argument pending
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1-16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; discovery ongoing
Taylor v. COA A.A. District Court Case No. D-07-CV-15-009980 (L45-16)	DOT	Complaint and Answer filed; trial date 12/1/16

COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; trial scheduled for 2/9/17
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial scheduled for 1/17/17
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Administrative Hearings:		
Spriggs v. COA	PW	CSB reversed PW Director's personnel decision. CLOSED
Workers' Compensation Appeals to Circuit Court:		
Imhof v. COA	APD	At Claimant's request (and over City's objection), this case was remanded to the Maryland WCC for a decision as to whether or not the claimant actually sustained an occupational disease. The Court has remanded it and closed it. But, the WCC does not show receipt of this Order, as Claimant's counsel has not filed it.
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total denied). Deposition of Richard Lilly (Claimant's expert) completed on 9/13/16; Deposition of Claimant completed on 09/23/16. Pretrial Settlement Conference set in Circuit Court for Anne Arundel County on 11/30/16 with trial date to be set at that time.
Martinez v. COA	APD	Appeal of WCC decision; Discovery ongoing; mediation completed (matter will proceed to trial); pretrial settlement conference scheduled for 2/2/17, with trial date to be set at that time

COA v. McCall	DOT	City filed an appeal of WCC findings; however, the Commission granted the City's request for rehearing with a Commission hearing scheduled for 12/02/16; mediation pending; Circuit Court appeal is proceeding simultaneously with discovery and is set for pretrial settlement conference on 3/30/17 with a trial date to be set at that time; Mediation scheduled for 12/16/16
Terry, Jr. v. COA	AFD	Appeal of WCC decision; Deposition of the Claimant's expert (Richard Schwartz, M.D. completed on 9/28/16); mediation scheduled for 11/17/16; trial date to be set at pretrial settlement conference
Murrell v. COA	AFD	City filed an appeal of the WCC finding that the Claimant sustained an occupational disease in the course and scope of employment which is not barred by the statute of limitations; Discovery ongoing; awaiting scheduling order
Kirchner v. COA	AFD	9/29-30 Jury trial on the issue as to whether or not the Claimant sustained an occupational disease in the course and scope of employment (presumption case); after deliberation, the jury affirmed the WCC's decision, finding in favor the Claimant. Case remanded to the WCC.
Union Grievances:		
Grievance – decision of personnel action by APD Chief	APD	Hearing pending
Grievance – failure to promote by APD Chief	APD	Hearing pending 9/23/16

## Adopted Legislation

### Legislation adopted on 10/24/16

**O-33-16 Harbor Line at Chester Marina** - For the purpose of amending the configuration of the Annapolis harbor line outboard of Chester Marina, 319 Chester Avenue on Back Creek; and all matters relating to said harbor line.

**O-34-16 Harbor Line at South Annapolis Yacht Centre** - For the purpose of amending the configuration of the Annapolis harbor line outboard of South Annapolis Yacht Centre, 1 Walton Lane on Spa Creek; and all matters relating to said harbor line.

**O-35-16 WYRE Lease Agreement** - For the purpose of approving the lease for certain City-owned property at 25 Silopanna Road for the use and maintenance of a radio tower, radio station, radio operations and transmitter space; and matters generally relating to said lease.

**O-37-16 Lease of City Property: Fall 2020 Boat Shows** - For the purpose of authorizing a lease of certain municipal property located in the general harbor, Dock Street and Edgewood Road areas to United States Sailboat Shows, Inc. and United States Powerboat Shows, Inc., for a certain period of time in October 2020, to conduct boat shows.

**O-39-16 Lease of City Property: Spring 2020 Boat Shows** - For the purpose of authorizing a lease of certain municipal property located at the City Dock, surrounding areas and boat moorings in Annapolis, Maryland as more fully described in the Lease Agreement with Cruisers University, Inc., t/a Annapolis Spring Sailboat Show, in April 2020, to conduct boat shows.

**O-43-16 Issuance of General Obligation Refunding Bonds** - For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, one or more series of its general obligation bonds in the aggregate principal amount not to exceed \$64,000,000, pursuant to Sections Section 19-207 and 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as the "Public Improvements Refunding Bonds, 2016 Series", and to be issued and sold for the public purpose of refunding all or a portion of certain outstanding general obligation bonds of the City, as provided in this Ordinance; prescribing the form and tenor of the Bonds; determining the method of sale of the Bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of the Bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on the Bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of the Bonds.

**O-44-16 Issuance of General Obligation Bonds** - For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, one or more series of its general obligation bonds in the aggregate principal amount not to exceed \$11,000,000, pursuant to Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended, to be designated as the "Public Improvements Bonds, 2016 Series" (the "Bonds") and to be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; prescribing the form and tenor of the Bonds; determining the method of sale of the Bonds and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of the Bonds; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on the Bonds; and generally providing for and determining various matters relating to the issuance, sale and delivery of the Bonds.

**R-26-16 License for Peddlers, Hawkers, and Itinerant Merchants Not Required for Chesapeake Marine Tours, Inc. from July 1, 2016 to June 30, 2022** - For the purpose of establishing that a license for peddlers, hawkers, and itinerant merchants pursuant to Chapter 7.40 of the Annapolis City Code is not required from July 1, 2016 through June 30, 2022 for Chesapeake Marine Tours, Inc.

**O-32-16 Economic Development Division** - For the purpose of updating the City Code to reflect the dissolution of the Economic Development Corporation; establish the Economic Development Division;



relocate the Economic Development Program from the Mayor's Office to the Department of Planning and Zoning; and matters generally relating to the Economic Development Division.

**O-36-16 Elections - Absentee Ballot Application** - For the purpose of amending Chapter 4.28 of the Code of the City of Annapolis concerning the deadline for filing an application for an absentee ballot.

**O-41-16 Compostable Food Waste** - For the purpose of amending the Annapolis City Code definition of "Solid Waste" to exclude compostable food waste; to exempt collectors of compostable food waste from having to obtain a solid waste permit and pay the associated fee; and matters generally relating to the collection of compostable food waste.

## **Alcoholic Beverage Control Board**

### **PUBLIC HEARING**

- **MI LINDO CANCUN- New**

Application for a new alcoholic beverage license Class B-2, Beer, Wine & Liquor, six a.m. to twelve midnight seven days per week (special Sunday license) by Gerardo Cruz-Magana for the premises known as, Mi Lindo Cancun, LLC T/A Mi Lindo Cancun, 2134 Forest Drive Street, Annapolis, MD 21401

- **SAKURA CAFE** – Expansion

Application for an expansion of an existing Alcoholic Beverage License Class B-2.x, Beer, Wine and Liquor, only with meals, six a.m. to twelve midnight seven days per week (special Sunday license), In addition, sales as authorized from twelve midnight to two a.m. by Ellen A. Mignone, Jie Wu-Liu and Huiyee Lung Harrison for the premises known as Sakura Café T/A M J Leading Company, Inc., 105 Main Street, Annapolis, Maryland 21401

### **BUSINESS AND MISCELLANEOUS**

- **CHARLES CARROLL HOUSE** – Brokerage Cove

Request for a Special Class C, One Day Liquor License for the Brokerage Cove event during the Annapolis Boat Shows from 12:00 p.m. to 6:30 p.m. on October 6, 7, 8 & 9, 2016 and October 13, 14, 15 & 16, 2016 at the Charles Carroll House 107 Duke of Gloucester Street, Annapolis MD 21401.

- **MARITIME REPUBLIC OF EASTPORT** – MRE Tug-of-War Charity Event

Request for a Special Class C, One Day Liquor License with consumption on city property for the MRE Tug-of-War Charity Event from 10:00 a.m. to 5:00 p.m. on Saturday November 5, 2016 at Susan Campbell Park & Second Street in Eastport from Severn Avenue to Spa Creek.

- **STANTON COMMUNITY CENTER** – Mary Galloway

Request for Consumption on City Property permit for private rental party from 8:00 p.m. to 12:00 midnight on Saturday October 15, 2016

- **C.R.A.B.** – Annapolis Power Boat Show

Request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property for the Annapolis Power Boat Show from 11:00 a.m. to 7:00 p.m. on October 13,14,15 & 16, 2016 at the Annapolis City Harbor.

- **BOARD ELECTIONS**
- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN OCTOBER: 43**

**CITY CLERK:**

28 – Fully Executed Contracts/Agreements  
9 - Special Event Application Reviewed  
3 - Solicitors Applications  
2 - Draft City Council Meeting Minutes  
2 - Draft Board of Supervisors of Elections Meeting Minutes  
2 - Agenda Posting – Board of Supervisors of Elections  
4 - Aldermen Requests  
13 – Citizen Requests  
2 – Reservation Confirmation – Use of City Council Chamber – City Staff  
2- Public Information Request forwarded to Office of Law

**BOARD OF SUPERVISORS OF ELECTION:**

- Forwarded to the Ethics Commission pursuant to City Code Sec. 2.08.050. D.6, Financial disclosure for elected officials and candidates for elected office.
- Certified Candidates to run for office in the FY 2017 City of Annapolis Municipal as of November 1, 2016:
  1. Shaneka Henson – Alderwoman Ward 6 (D)
  2. Gavin Buckley – Mayor (D)
  3. Alexis N. Viegas – Alderwoman Ward 7(D)
- “BOSE” agenda items Thursday, October 13, 2016
  - Approval of the Minutes for September 8, 2016
  - City Council APPROVED 9/26/16 –Memorandum of Understanding between the Anne Arundel County Board of Elections, the City of Annapolis, and Anne Arundel County, Maryland Regarding the City of Annapolis’ September 19, 2017 Primary Election and November 7, 2017 General Election.
  - Certification of Candidates for FY2017 Municipal City of Annapolis Election  
Democratic Mayoral Candidate: Gavin Buckley  
Democratic Aldermanic Ward 7 Candidate: Alexis N. Viegas
  - Absentee Ballot Process & Application Review
  - Review Of Analysis From Auditor Re: Campaign Fund Report Due 7/1/16
  - FY2017 City of Annapolis Municipal Election PROPOSED - Polling Places (Discussed)

## **CITY COUNCIL ASSOCIATE**

- Standing Committee Meeting Attendance:  
Rules and City Government (10/11/16)  
Finance Committee Meeting (10/13/16)  
Public Safety Committee (10/17/16)  
Economic Matters Committee (10/17/16)  
Finance Committee (10/18/16)  
Transportation Committee (10/18/16)  
Housing and Human Welfare/Housing (10/18/16)  
Environmental Matters Committee (10/20/16)
- Project Request from Alderperson
  1. Research on State Data (Core Services)
  2. Research on Air B&B Legislation for Baltimore City & Montgomery County

10 - Minutes Drafted

10 – Agenda Creation

## **Public Safety Update**

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### **Fire Department**

#### **Monthly News/New Projects**

The Fire Department responded to 980 calls for service this month and a total of 8938 calls for 2016 with the following breakdown:

- o EMS - 706 or 74%
- o Fire – 159 or 16%
- o Service – 96 or 7%
- o Rescue – 9 or 1%
- o Hazmat – 10 or 1%

#### **Notable Incidents – September Highlights**

10/3/16 - Suspicious Package - 25 Market Street - Explosive Services Response  
10/4/16 - Assist Queen Anne's County Sheriff - Bomb Threat - K9 Response  
10/4/16 - Bus Accident - Forest Drive  
10/6-10/16 - EMS/Fire/HM support US Sailboat Show - City Dock  
10/6/16 - Suspicious Package - Forest Drive - Explosive Services Response  
10/8/16 - Support Operations - Navy Stadium (ESU, HM, IC, Command Unit)  
10/11/16 - Tractor Trailer Accident with HazMat - Forest Drive  
10/13-16/16 - EMS/Fire/HM support US Powerboat Show - City Dock  
10/18/16 - Working Dwelling Fire - Old Annapolis Neck Road

10/18/16 - Suspicious Package - Admiral Drive - Explosive Services Response  
10/22/16 - Support Operations - Navy Stadium (ESU, HM, IC, Command Unit)  
10/23/16 - Serious Trauma Victims (2) - Hillsmere Drive  
10/24/16 - Building Fire - Senior Center - Smithville Street

### **EMS Notable Incidents – Monthly Highlights – Accomplishments**

- Attended Tri-County Opioids Summit
- Attended MIEMSS Jurisdictional Advisory Council meeting
- Attended Health and Safety Committee meeting
- Attended Pay focus group meeting
- Assisted Mt. Olive Church with AED set-up
- Attended Mayor's press conference for Pedestrian Safety Campaign Launch
- Started flu shots for AFD employees
- CPR Classes – 3, 1 Spanish
- Tactical Medics had 1 response

### **Fire and Explosives Services Unit – Monthly Highlights – Accomplishments**

- K-9 Responses - 9
- Investigations – 4 (1 Arson)
- Suspicious Package Responses – 19
- EOD Standby - 3
- Assist Police Incidents - 6
- Internal Investigations – 0
- Fire Safety Inspections – 6
- Code Enforcement Complaints - 0
- Investigator Williams continues with the Anne Arundel County Police Academy
- Investigators Madison and Ruth (Instructor) attended the ATF Advanced Explosive Disposal
- Lt. Spriggs assisted with regional fire investigation (ATF Task Force)
- All Investigators completed annual firearms training

### **Other Events/Activities**

- The Department responded to 5 City heroin overdoses with 1 known fatality(s).
- Cardiac Arrest Survival Rate: 5 Cardiac Arrest with 0 patients with ROSC prior to arrival at ER
- EMS Fees Collected YTD – Fiscal YTD \$334,622
- EMS Transports: 449
- The EMS Division conducted 3 citizen CPR courses (1 Spanish).
- Completed 88 new fire safety building inspections and 44 re-inspections (includes inspections conducted by station personnel).
- Winter 2016/2017 preparations completed– snow chain checks, snow plows, snow blowers, etc
- The Fire Marshal's Staff conducted 20 Fire Permit/Plan Reviews and 10 Building Permit Reviews.
- Conducted many Fire Prevention Week activities, Hispanic Festival, St. Martin's Day School, Glenwood Community Day, St. Anne's Church, Summerfield Drive Community, Newtown Community Day, Sparky downtown at Boat Shows, WNAV fire safety talk, etc.
- Chief Stokes and Deputy Chief Remaley attended several Union negotiations meetings with the management team.

- Chief Stokes attended the Pension Committee Meeting.
- Conducted awards for Fire Prevention Week poster contest.
- Our personnel installed 16 smoke detectors and 0 CO alarms and conducted 20 public education events.
- Training hours completed – 1285
- ISO rating – Class 2
- Chief Stokes & D/C Remaley attended Union negotiations meetings.
- The Department participated in a very special event to grant a bucket list wish to Brent Wilhite. Brent suffers from a rare disease and has always loved the fire department. We presented him with an old helmet and made him an Annapolis firefighter for the day.
- First meeting of the Downtown Fire Sprinkler Workgroup held on October 4<sup>th</sup>.
- The 2016 Fire Chief Steele Public Safety Award presented to Firefighter First Class Russell “Colt” Carter at the October Council Meeting.
- As part of our continuing Officer training program, the Firefighter First Class group completed their training by conducting a training seminar at St. John’s College. The 8 hour program was opened to other Departments in the State and featured guest speakers from the Baltimore City FD on the riots last year, and DC Fire Department on leading your Department. Our Firefighters presented an overview of the Annapolis Yacht Club Fire and Fire Apparatus Driver’s skills. The Firefighters did a great job coordinating the entire program.
- Our Firefighters wore pink T-Shirts in October in support of breast cancer awareness. All proceeds from the sale of the T-Shirts will be donated to AAMC.
- The Department is in the middle of the hiring process for the 12 SAFER grant firefighter positions.
- The Department inspected all snow chains and conducted other preparations for winter.
- The Department provided Fire/EMS services for Fall Boat Shows.
- This month’s Fire Prevention Message – “Change your clock, change your battery”
- Chief Stokes is still working on the City Radio Upgrade/Replacement Project.
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- The Department is conducting SCBA training to comply with OSHA.
- Chief Stokes attended the County Executive’s Public Safety Core Group Team.

## Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of October the Department used 1085 hours of overtime at a cost of \$59,846.78 this represents a usage of 13.92% of our total annual budget available for overtime. Our YTD overtime expenditures are \$210,042.92 or 48.85% of our annual OT budget.
- **Boat Show overtime costs this month were \$20,740.94**
- We currently have one (1) person on extended disability leave, three (3) on modified duty and one (1) firefighter vacancies.

## Major Planned Actions

- Continue with Smoke Detector outreach program.
- Union contract negotiations
- Navy Football Games
- Continue with hiring of twelve (12) new firefighters.

## **EMERGENCY MANAGEMENT**

### **Incidents and Events**

- September 30<sup>th</sup> through October 7<sup>th</sup> – Hurricane Matthew
  - OEM sent eight Emergency Management Alerts to inform key officials, employees, and surrounding partners about threats of Hurricane Matthew, including the latest forecasts and expected impacts to the Annapolis area.
- October 1<sup>st</sup> – Flash Flooding and Heavy Rains
  - OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about threats of heavy rains, flash flooding, and coastal flooding expected to impact the Annapolis area.
- October 5<sup>th</sup> – Coastal Flood Advisory
  - OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.
- October 21<sup>st</sup> – Coastal Flood Advisory
  - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.
- October 27<sup>th</sup> – Coastal Flood Advisory
  - OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about threats of coastal flooding expected to impact the Annapolis area.

### **Planning**

- OEM is proud to announce the hiring of a new Office Associate IV, Nicole Queen. She started work on October 6<sup>th</sup>.
- On October 4<sup>th</sup>, Emergency Management participated in a meeting with the City Manager and Department Directors to discuss enhanced planning and response for City Dock flooding events.
- On October 4<sup>th</sup>, Emergency Management attended the Finance Committee Meeting of the City Council, during which the Committee approved receipt of three grants: the Urban Area Security Initiative (UASI), Emergency Management Performance Grant (EMPG), and Hazardous Materials Emergency Preparedness (HMEP) Grant.
- On October 10<sup>th</sup>, OEM attended the City Council Meeting.
- Emergency Management staff met with Public Works staff on October 6<sup>th</sup> to discuss the annual update of the Public Works Snow Emergency Response Plan.
- Emergency Management assisted the Department of Recreation and Parks in October with the recruitment of a new Harbormaster.
- On October 13<sup>th</sup>, OEM participated in a Licensed Facilities Working Group Meeting at Anne Arundel County Emergency Management to discuss future site visits and other developments.
- On October 13<sup>th</sup>, OEM participated in a Weather It Together Core Team Meeting in which OEM introduced Virginia Smith, the newly retained contractor charged with drafting the Natural Hazard Mitigation Plan Update.
- On October 14<sup>th</sup>, OEM submitted quarterly progress reports to the Maryland Emergency Management Agency for the Pre-Disaster Mitigation grant, which covers the Mitigation Plan Update and Weather It Together, and the Hazardous Materials Emergency Preparedness (HMEP) Grant.
- On October 17<sup>th</sup>, OEM met with Public Works staff to discuss preparing a new grant application for the Hazard Mitigation Grant Program to construct a flood mitigation project downtown. OEM has had

conversations with the Naval Academy meteorologist to obtain historical flooding data in support of this effort.

- On October 18<sup>th</sup>, OEM staff participated in a conference call of the Executive Committee of the Urban Area Security Initiative.
- On October 18<sup>th</sup>, OEM staff participated in the quarterly WebEOC Integration meeting with MEMA and other state partners to discuss the status of the WebEOC integration process with local jurisdictions. A date to migrate the City of Annapolis has not yet been determined.
- On October 20<sup>th</sup>, OEM Staff presented to the City Council Work Session about the Continuity of Government Plan that will be utilized in the case of emergency, disaster or crisis to continue essential government functions.
- On October 21<sup>st</sup>, OEM staff assisted the Annapolis Fire Department with their application process to hire 12 new firefighters through the SAFER grant. OEM staff managed check-in of nearly 200 in-person applicants and supported traffic control efforts.
- On October 25<sup>th</sup>, OEM Staff attended the Baltimore UASI Emergency Management Committee meeting to discuss the State Evacuation Workshop, as well as conduct and review committee business.
- On October 25<sup>th</sup>, OEM participated in a meeting at City Hall to discuss the Midshipmen March up Main Street on November 12<sup>th</sup>.
- On October 26<sup>th</sup>, OEM Staff attended the Baltimore UASI Recovery Committee meeting to discuss jurisdictional updates on individual Recovery Planning, and laid out benchmarks to be completed before starting the Regional Recovery Plan.
- OEM Staff attended Navy Football Operations Meetings on October 3<sup>rd</sup> and 17<sup>th</sup>. The meetings were in preparation for the games against Houston on October 8<sup>th</sup> and Memphis on October 22<sup>nd</sup>.
- OEM staff met internally to plan new initiatives, including the upcoming Civil Protest Tabletop Exercise scheduled for Nov. 17<sup>th</sup>, and preparations for the winter season.
- On October 24<sup>th</sup>, OEM staff participated in a statewide election conference call that reviewed the current procedures and public safety concerns for the General Election on November 8<sup>th</sup>.
- On October 21<sup>st</sup>, OEM staff attended Winter Relief Shelter meeting to review and update procedures for the 2016-2017 Stanton Center Winter Relief program.

## **Training/Exercise**

- On October 7<sup>th</sup>, OEM staff participated in the Baltimore UASI Training and Exercise monthly meeting to discuss any training and exercise needs throughout the region.
- On October 13<sup>th</sup>, OEM staff attended the yearly Command Rally hosted by Anne Arundel County OEM and PEAKE at BWI Airport. Many command vehicles attended from around the state of Maryland and even other state partners such as Pennsylvania to test their communications capabilities.
- On October 18<sup>th</sup>, OEM staff began planning for a Civil Protest Tabletop Exercise with the Annapolis Police Department. The tabletop exercise is scheduled to be held on November 17<sup>th</sup>.
- On October 25<sup>th</sup>, OEM staff attended the seminar hosted by the Annapolis Fire Department at St. John's College. Speakers included Fire Department personnel from Baltimore City, Annapolis City and Washington, DC.
- On October 26<sup>th</sup> and 28<sup>th</sup>, new OEM staff attended MUNIS training to gain beneficial understanding of proper bill pay and payroll procedures.

## **Outreach**

- OEM and the Fire Department coordinated the Poster Contest Winner Day with four elementary schools in Annapolis for the Third Annual Poster Contest. The contest is held annually in recognition of National Preparedness Month and Fire Prevention Week. Over 100 4<sup>th</sup> and 5<sup>th</sup> graders participated in this year's contest, which concluded on October 20<sup>th</sup> with a ceremony at City Hall for the winners, a ride on a fire engine, and honorary titles of Fire Chief and Emergency Manager for the day.
- On October 10<sup>th</sup>, OEM staff held a conference call with myEMAapp to discuss new possibilities and features with the Prepare Me Annapolis mobile app. Many new features are available to update the app.
- On October 11<sup>th</sup>, OEM staff attended the Morris Blum Community Day to educate residents on emergency preparedness and fire safety. There were approximately 50 people in attendance.
- On October 11<sup>th</sup>, OEM staff presented to the Mary Moss at J. Albert Academy to discuss severe weather preparedness and how them and their families can better prepare. Students were given a project before we visited the school, and the presentation was to enhance their learning about local government's role of emergency preparedness.
- On October 19<sup>th</sup>, OEM staff met with Civic Plus to discuss the possibility of utilizing their Civic Engagement platform for sending emergency notifications. This would be an extension to the new website platform.
- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,304 as of August 22<sup>nd</sup>, 2016.
- OEM has increased its Twitter followers to 1,173.
- OEM has increased its Facebook 'likes' to 1,800.

## Grants Management

- Emergency Management encumbered funds in September for the FY15 Urban Area Security Initiative (UASI) and the Pre-Disaster Mitigation Grant, which encompasses the Natural Hazard Mitigation Plan Update and the Weather It Together Project. Emergency Management has also requested quarterly salary reimbursements under the Emergency Management Performance Grant (EMPG). The following grants have also received final approval to begin spending: FY16 UASI; and the 2016-17 Hazardous Materials Emergency Preparedness (HMEP) Program.

October 2016	
UASI FY 2015 HazMat Team	\$12,683.60
EMPG FY 2016 Salary Reimbursements	\$8,454.04
	\$15,922.18
Pre-Disaster Mitigation Grant (Hazard Mitigation Plan Update and Weather It Together Project)	\$34,500.00

## Police Department

### Notable Incidents:



**Shooting      1330 TYler Ave.      10/22/16 @ 1321 hrs.      2016-4694**

The victim was outside with relatives after having an argument earlier in the evening. The suspects returned to the location and began shooting. The victim was struck by gunfire. He was initially transported to AAMC then relocated to Shock Trauma for treatment of his injuries. **Several Firearms have been seized as a result of this investigation.** One suspect, Ke'Maarian Blair, of 1439 Tyler Ave. has been charged. This investigation remains open.

**Handgun      Pleasant/Clay      10/07/16 @ 1934 hrs      2016-4420**

Officers working the area observed subjects in a vehicle acting suspicious. The subjects quickly exited the vehicle as officers approach. When the officers looked into the vehicle they observed a Bersa .380 cal. Handgun. Suspect Justin Jaquan Bates , b.m.18, was located and charged.

**Handgun      Obery Ct.      10/07/16 @ 2115 hrs      2016-4442**

Officers walking foot patrol in the area located a loaded Glock .45 cal. Handgun under an air conditioning unit. The firearm was seized.

**Handgun      1900 Copeland St      10/20/16 @ 0002 hrs      2016-4651**

As officers approached an individual in the 1900 block of Copeland St. the suspect fled. While running the suspect discarded a Bryco .380 handgun. He was subsequently caught , arrested and charged. Suspect - Kenny Lamar Guyton, b.m.34

**K-9 Search      Annapolis Neck Rd      10/23/16      2016-4712**

Sgt. Tucker responded to assist APD and Anne Arundel county Police Units with an attempted murder scene involving two victims. Witness accounts had indicated that one or two suspects had fled the area on foot toward Quiet Waters Park. Sgt. Tucker conducted a K9 track in an attempt to locate the suspects. While doing so, the K9 first located a cell phone dropped by one suspect. After continuing the search, the K9 trailed to a wooded lot off of Hillsmere Drive. Upon beginning to enter the woods, one suspect fled the woods on foot and refused commands to stop. Sgt. Tucker deployed his police K9 off lead after the suspect and the K9 apprehended the suspect in a nearby yard. Suspect was then taken into custody without further incident and was ultimately charged by Anne Arundel County Police with crimes related to the incident. Suspect suffered minor lacerations on butt from K9 bite.

## Overdose Incidents

Incidents		Post		Race / Gender		Age		Resident Status		Narcan	
Heroin	64	11	8	White Male	37	16 under	1	Annapolis City	64	Fire	35

Unk. Opiate	1	12	15	A.A. Male	31	17 – 19	1	A.A. County	23	Police	8
Xanax		13	13	White Female	22	20 – 25	23	Queen Anne Co	4	Family	2
Percocet	2	14	14	A.A. Female	12	26 – 30	23	PG County	3	Other	
Unknown	2	15	23			31 – 35	14	Charles County	1	No/ Unk	57
PCP	32	16	29			36 – 40	20	Howard County	1		
Sleeping Aid	1					41 – 45	8				
GHB						Over 45	12	Out of State	5		
<b>Fatal</b>	<b>10</b>							Homeless	1		
<b>TOTAL</b>	<b>102</b>		<b>102</b>		<b>102</b>		<b>102</b>		<b>102</b>	<b>Total</b>	<b>102</b>

### Personnel

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/ M	Total
<b>Sworn Personnel</b>	25	2	9	64	4	2	1	2	109
	22.94%	1.83%	8.26%	58.72%	3.67%	1.83%	0.92%	1.83%	100.00%
<b>Part-Time Personnel</b>	6	4	1	2	0	0	0	0	13
	46.15%	30.77%	7.69%	15.38%	0.00%	0.00%	0.00%	0.00%	100.00%
<b>Full-Time Personnel</b>	1	6	12	10	1	1	0	0	31
	3.23%	19.35%	38.71 %	32.26%	3.23%	3.23%	0.00%	0.00%	100.00%
									<b>153</b>

### Community Services

C-Safe	Total		Victim Services	Total
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Parole & Probation home visits	15		Burglary reports	18
DJS home visits	0		Victim's contacted	0
DJS school visits	0		Residential Survey	0
HEAT meetings	1		Commercial Survey	0
Officer School Visits	5		Neighborhood Safety Training	0
Hispanic Liaison	Total		Community requests	0
Translator Contacts	15			
Victim Contacts	10		Watch Your Car	Total
Total Contacts	28		Auto Theft reports	7
Court Hours	5		Theft from Auto reports	23
School Visits	18		Vehicles Registered	0
Officer Activity	Total		Scooters Registered	0
Calls for Service	2			
Reports	0		J.O.I.N.S.	Total
Foot Patrol Hours	0		Juveniles currently in JOINS	1
Business Checks	10		Unsupervised juveniles	7
Bank Checks	1		90 day supervision juveniles	0
Traffic Stops	0		Home visits	4
Traffic Citations	0		School visits	2
Traffic Warning	0		Juveniles arrested	25
FIR	0		Juveniles that didn't qualify	13
Warrant Attempts	0		Juveniles that qualified	12
Emergency Evaluation	0		J.O.I.N.S. Hearings	0
CDS Arrests	0		Closed J.O.I.N.S. cases	6
Warrant Arrests	0		Explorers	Total
On View Arrests	0		Current Explorers	14
Traffic Arrests	0		Interested Explorers	1

Summons	0		Explorer Post Training days	2
Juvenile Citations	0		Community Events Attended	0
Total Arrests	0		Officer School Visits	0

**Community Service Section attended the following meetings in October:**

- CSAFE/ HEAT Team meeting (1)
- P&P Visits (1)
- Community Action Agency Board Meeting
- AACPS International Parent and Community Advisory Board – Board of Education
- Joven Noble Sexual Education Discussion
- Joven Noble Parent Meeting
- Joven Noble Circle Group
- Parole Community Meeting
- ASAP Coalition Meeting (Annapolis Substance Abuse Prevention)
- City Website Planning Meetings
- Hunt Meadow Community Meeting
- Pedestrian Safety Press Conference Planning Meeting
- Murray Hill Community Meeting
- Germantown Homewood Community Meeting
- Annapolis Gardens Resident Council Meeting

**Community Service Section participated in the following events:**

- Most Wanted Taping
- St. Margaret's Church – Education on Unaccompanied Youth
- Crisis Response Presentation at the Stanton Center
- Annapolis Police Kids Club CSI Day
- Neighborhood Safety Meeting
- Make-a-Wish California Pizza Kitchen Fundraiser
- Historic Annapolis Family Festival
- Pedestrian Safety Press Conference
- Howlin' Hustle 5K
- Lateral Officer Applicant Oral Interviews
- Character Counts at Georgetown East Elementary
- Homework Clubs

**Community Service Section participated in the following training:**

- Safe Night Out Training

Event / Meeting	Location	# Officers	Costs
West St Flea market	1 <sup>st</sup> Blk West St		
Kunta Kinte Memorial	City Dock		
Navy Football Meeting	NAAA Stadium	Gibbs	
Boat Show Set-Up Begins	City Dock		
Sailboat Show Begins	City Dock		
Navy vs Houston Football	NAAA Stadium	29 Officers	\$13,933.97
Midnite Madness Meeting	City Hall	Gibbs	
Sailboat Show Ends	City Dock		
Powershow Begins	City Dock		
Navy Football Meeting	NAAA Stadium	Gibbs	
Powerboat Show Ends	City Dock		\$68,648.82
Navy March	College Ave	Gibbs	
Movie Night	Edgewood St		
Rev Matthews Walk	City Dock		
Navy vs Memphis	NAAA Stadium	30 Officers	\$13,758.66
Alzheimers Walk	City Dock		
Navy March Meeting	City Hall	Gibbs	
ATB 10K Meeting	Bay Bridge	Gibbs	
Howlin' Hustle	Downtown		

## Building Activity

- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No inspections to date.
- **Annapolis Police Department (199 Taylor Avenue – BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.

- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Progress inspection May 24, 2016.
- **Annapolis Yacht Club (12 Dock Street – #BLD16-0026)** Replace kitchen equipment - Permit issued 4/20/2016. Dumpster has been removed. Permit finalized 11/1/16.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment. Inspections since pre-construction meeting of 8/30/16.
- **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016.
- **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Job is progressing.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. No inspections since 5/11/15.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. Last inspection 4/8/15. No change. Progress inspection passed 1/27/16. HVAC balance report has been received. Working on final inspection punch list. Site inspected 10/05/16, found further plumbing work needed under the building.
- **Chipotle – (36 Market Space–#BLD15-0515)** Permit issued 7/11/16 for new restaurant. No inspections to date.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16,
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Plumbing and Mechanical wall close in inspections; passed electrical failed 10/14/16.
- **Eastport Fire Dept. (914 Bay Ridge Avenue-BLD16-0294)** Permit issued 7/1/2016 for interior alterations to meeting room, etc. Final inspection passed 11/4/16.

- **Elevate Life Wellness Center (1730 West Street, #104/105-BLD16-0359)** Permit issued 7/29/16 for tenant fit-out. Job finaled 10/18/16.
- **Evelyn's Place (24 Annapolis Street – #BLD15-0441)** Permit issued 5/24/16 for tenant fit-out for new restaurant. Wall close-in inspection done.
- **Georgetown East Elementary School (111 Dogwood Road #GRD15-0031)** Grading permit issued 9/11/15 for addition. Job finaled 10/31/16,
- **Kagan Law Group (238 West Street– #BLD16-0316)** Permit issued 8/2/2016 for tenant fit-out. Revisions to front façade approved. Progress inspection 11/3/16.
- **Lighthouse Bistro (202 West St #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Last inspection 10/13/16.
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant . No inspections to date.
- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- **Mi Lindo Cancun (2134 Forest Drive–BLD16-0193)** Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing. Ceiling close-in 10/21/16.
- **New Leaf Message (56 Maryland Avenue – BLD16-0310)** Permit issued 7/7/16 for tenant fit-out. Permit finaled 10/19/16.
- **Osteria (177 Main Street #BLD12-0932)** Grease interceptor has been installed and contractors replacing the sidewalk. All trade inspections finaled, building final should be completed soon.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Job is progressing.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No inspections to date.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.

- **3 Sisters Boutique (170 Main Street – BLD16-0272)** Permit issued 7/1/16 for tenant fit-out. Final inspection of 10/27/16 failed because sprinkler system has not passed final inspection.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Near finish.
- **Watergate Village Apartments (700 Americana Drive #BLD15-0485)** Entire building repairs due to fire damage. Permit issued 4/29/2016. Framing inspection 11/2/16.
- **Wings of Fancy Day Spa (93 Main Street – BLD16-0288)** Permit issued 7/21/16 for tenant fit-out. Framing inspection passed 11/4/16.
- **Flamant (17 Annapolis Stree – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant 9/26/2016. Slab inspection passed 11/2/16.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/2/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Job is progressing.
- **110 Compromise Street (Old Fawcett's Building- #DEM16-0028)** Permit issued 6/3/16 for interior demolition. No inspections to date.
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. No inspections to date.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Job is progressing.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16.
- **1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007)** Permit issued 3/18/16 to demolish existing building. No inspections to date.
- **1023 Spa Rd (Formerly Annapolis Radiator – GRD14-0023)** Grading permit issued 3/18/16 to remove unusable fill. Permit finaled 10/25/16.
- **15 West Street (#BLD15-0584)** Permit issued 12/10/15 for interior alterations for new tenant. Mechanical, electrical, plumbing work ongoing. Permit finaled 10/7/16.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Partial plumbing inspection passed 10/24/16.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.



## Planning Activity

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### Comprehensive Planning

- Oct. 3: Pre-bid meeting for Forest Drive Sector Study
- Oct. 18: Site visit with contractor who is fabricating and installing wayfinding signage
- Oct. 25: Monthly meeting in Baltimore for BRTB
- October: PALS program through University of Maryland underway
- October: Coordinated Working Waterfronts materials and preparation November summit

### Current Planning

#### Monthly News/New Projects:

- Site Design Plan Review (SDP2016-0057) for Mary Bembe, for critical area removal of trees and invasive vegetation, located at 7001 Bembe Beach Rd.,
- Site Design Plan Review (SDP2016-058) for Peter Larson, for critical area hazardous tree removal, located at 125 Spaview Ave.,
- Site Design Plan Review (SDP2016-059) for City of Annapolis, for consistency report for phrag removal, located at Truxtun Park,
- Site Design Plan Review (SDP2016-061) for Michael Null, for critical area removal of hazardous trees within the 100ft. buffer, located at 721 Warren Dr.,
- Site Design Plan Review (SDP2016-062) for Stephanie Owens, minor buffer management plan to raze an existing dwelling and to construct a new dwelling, located at 908 Creek Dr.,
- Site Design Plan Review (SDP2016-064) for US Government, for consistency report for new Post Office park, located in Eastport.,
- Zoning Certificate (ZC2016-022) for Jack Prouty, to replace existing driveway with pavers, located at 426 Second St.,
- Nonconforming Use (NCU2016-002) for William Kardash, for pre-existing use of a one bedroom carriage house as a separate apartment, used as an apartment since WWII, located at 1 S. Acton Pl.,
- Site Design Plan Review (SDP2106-063) for JNH Realty, LLC, to demolish an existing garage and construct a new garage, located at 37 Madison Pl.,
- Special Exception (SE2016-009) for William Heim, for amendment to an existing special exception to expand the existing restaurant use, including service of alcoholic beverages with enclosed patio. Application also includes new trash storage and parking configuration, located at 301 Severn Ave.,
- Variance (VAR2016-020) for James Leclare, for a 10 sq.ft addition to an existing pantry to accommodate a new powder bath, within the existing setback limits, located at 97 Monticello Ave.,
- Administrative Adjustment & Site Design Plan Review (ADJ2016-015) & (SDP2016-060) for State of Maryland, for a reduction to the rear yard setback to allow a proposed ADA accessible ramp, located at 76 Spa Rd.,
- Administrative Adjustment (ADJ2016-016) for Jack Tarasiuk, for reduction to the rear yard setback to allow construction of a new deck, located at 1825 Glade St.,

- Port Wardens (PORT2016-022) for Jetty Girl, LLC, to construct new floating wave attenuating style piers, new finger piers and dredge 4,622 cy, located at 7001 Bembe Beach Rd.,
- Port Wardens (PORT2016-023) for Mears Marina Assoc., to remove existing piers and piles and replace with new finger piers and mooring piles, located at 519 Chester Ave.,
- Port Wardens (PORT2106-024) for Courtney Palmer, to replace 6 pilings and dredge 80 cy, located at 369 Dewey Dr.,
- Site Design Plan Review (SDP2016-060) for , to construct a portico roof over an existing porch stoop, located at 417 Second St.,
- Site Design Plan Review (SDP2016-053) for Kenneth Riffle, for proposed two and half story rear addition and renovations to the existing single-family dwelling, located at 428 First St.,
- Subdivision (SUB2016-014) for 1833 West Street, LLC, for plat of consolidation, located at 1833 West St.,

### **Major Planned Actions:**

- Planning Commission, November 3, 2016:

#### Public Hearings and Deliberations:

1. PD2016-001 – Major Modification to a Residential Planned Development, known as Aris T. Allen Blvd., by RL BB ACQ II-MD RDG, LLC (Rialto) to amend SE2005-11-547 to allow vehicular access from Aris T. Allen Blvd., remove vehicular access from Yawl Rd. and reduce the total number of dwelling units from 48 to 47 on property located on the south side of Aris T. Allen Blvd., west of the intersection with Chinquapin Round Rd.,

- Board of Appeals, November 1, 2016:

#### Public Hearings and Deliberations:

1. VAR2016-018 – Variance Application by Douglas and Sarah Goodall, for reductions in the front and rear yard setback requirements to allow a new front porch addition, side porch addition and rearward first-floor addition to a single-family dwelling on property located at 1102 Van Buren St.,

2. VAR2016-019 – Variance Application by Melvin Cruz Posas, for a reduction in the established front yard setback for the construction of an enclosed front porch to a single-family dwelling, located at 126 Janwall St.

## **Community Development**

### **Community Development Block Grant**

- Completed Community Development Block Grant (CDBG) guidelines application for FY 2018. Sent a notice of its availability to over 60 stakeholders. Revised CDBG web page to include a downloadable fill in CDBG application and guidelines.
- Worked with HUD representative to finalize the City's Consolidated Annual Performance and Evaluation Report to HUD. The City met all the goals for the 1<sup>st</sup> year of the 5-year Consolidated Plan.
- Uploaded all FY 2017 CDBG Projects, activities and funding into the Integrated Disbursement and Information System (IDIS)
- Completed and submitted Davis Bacon and Minority Business reports to HUD, processed requests for payment and other routine administrative tasks.

- Completed confirmatory mortgage documents, set up files and signed off on environmental review documents for housing rehabilitation cases.

## **Homeless**

- Attended the Homeless Coalition Board Meeting and the quarterly Coalition members meeting. Topics covered at this meeting included new initiatives, current outlook on the county's homeless, active committees and faith emergency networks.
- Attended Rapid Re-housing training in anticipation of monitoring the Lighthouse ESG grant.

## **MPDU Program**

- Developed a "MPDU Purchasing Process" hand out for the four new potential homebuyers. Had one person sign a contract on the last MPDU unit at Sailors Quay. Hopefully the bank financing will go through and settlement will occur in November.
- Researched and provided samples of banning and barring procedures to Mayor's office. Samples included AACHC, DC Housing Authority, Town Pines Court, Bywater Mutual Homes and Homes for America.

## **HACA**

- Met with newly appointed HACA commissioner to brief him on HACA issues and properties.
- Attended HACA Commissioners meeting.

## **Miscellaneous**

- Revised all Community Development web pages including the division's developing a home page and revising the Community Development Block Grant, Housing Rehabilitation, Clay Street Revitalization and the MPDU pages.
- Attended Community Development Network Annual Meeting
- Developed procedure for submitting PILOT requests.
- Sent letters supporting the Maryland Department of Housing and Community Development's (DHCD) budget to Governor, Comptroller and legislators. DHCD funds programs used extensively by the City such as the Community Legacy program.

## **Historic Preservation**

Administrative approvals issued - 22

Total estimated costs of approved applications - \$377,695.70

Private - \$377,695.70

Public - \$0

Public Hearing approvals issued - 3

Total estimated costs of approved applications - \$5,021,500.00

Private - \$5,021,500.00

Public - \$0

## **Economic Development**

- Provided start-up, retention and growth support services for 24 businesses and nonprofits to: connect them with potential loans/investors and no-cost consulting; locate space; resolve permitting, signage and loading issues; develop workforce; and conduct ribbon-cuttings
- Continued to create and upload helpful tools to a new economic development website, accessible from both the City and AAEDC websites
- Worked with AAEDC to develop a plan and mailing to offer no-interest loans to City businesses in revitalization areas, as well as to promote historic and arts district tax incentives to spur redevelopment in targeted areas
- Participated in 41 meetings and events with city departments and business support organizations to:
  - Prepare tour route and talking points for upcoming City Bond Rating Agency Tours
  - Connect with Maryland Live! Casino to potentially arrange transportation from the City to casino jobs (more than 150 openings at this time)
  - Help shape new parking, loading zone and park-and-shop voucher program policies
  - Assist with Resiliency planning efforts
  - Attend Central MD Transportation Planning meeting to ensure that the City is considered in all aspects of regional planning
  - Attend Severn Savings Hall of Fame Business Awards dinner, DAP Navy Breakfast and a City Council work session (presentation by Film Festival about its economic impact) to demonstrate support for the local business community
  - Align business development, events and marketing strategies with AAEDC, AAACCC, AAWDC, HA, DAP, and AAD
  - Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts
    - Market Assessment and Land-use software tool development
    - Working Waterfronts Awareness Program (Maritime-Industry Marketing)
    - Historic and Cultural Heritage Economic Assessment for Resiliency planning
    - Comprehensive Maritime Economic & Zoning Study

## **Special Report - One-Year City Economic Development Accomplishments (9/8/15-9/7/16)**

- In a collaborative effort with the County, created a new Economic Development Division with a FT ED Manager
- Developed a 5-year Economic Development Strategic Action Plan
- Provided start-up, retention and growth support services directly to 254 businesses and nonprofits to: obtain loans/investors; access no-cost consulting; locate space; resolve permitting issues; develop workforce; and conduct ribbon-cuttings
- Created multiple business-attraction/retention tools, such as: New/Expanding Business List; two how-to Business Guides, welcome and anniversary letters, etc.
- Developed as the primary economic development collateral, a robust, easy-to-navigate, user-friendly, attractive and professional ED website, accessible from both the City website and AAEDC's
- Strengthened active partnerships and developed new collaborations to better align the City with other local, regional and State economic-impact organizations
- Re-introduced the Main Street Program and the Arts District

- Shaped legislation and policies to provide small businesses more opportunity to compete, such as: itinerant merchants legislation to control mobile vendors/food trucks; increase fairness of the Use & Occupancy fees; and new parking and loading zone policies
- Assisting with reorganization of P&Z/DPW/DNEP to make the City's permit process smoother, faster and more consistent, as well as serving as business ombudsman during the permit process
- Conducted a joint City/County Small/Minority Business Enterprise event, where approx. 130 attendees learned more about government contracting
- Completed a \$250,000 Community Legacy grant proposal for funding sprinkler taps in order to spur revitalization of 2nd-3rd floors on Main Street
- Shepherding multiple studies:
  - Economic, Market, Employment, and Fiscal Impact Assessment Tool – to estimate the impact of proposed development projects on economic activity in all six of the City's commercial districts
  - University of Maryland's Partnership Action Learning (PAL) Program Economic Development Analysis Tool – to determine trend analysis and projected demand for each land use type
  - Department of Natural Resources (grant-funded) Working Waterfront Awareness Program (WWAP) – to provide a branding and marketing toolkit to assist maritime businesses
  - Heritage Economic Analysis & Implementation Strategy – to determine the economic value of the City's Historic District and heritage-related assets, including maritime, tourism, arts, leisure and recreation industries, to best leverage our successful heritage economy, as well as inform the Resiliency planning efforts
  - University of Maryland's Partnership Action Learning (PAL) Program Comprehensive Maritime Economic & Zoning Study – to evaluate and recommend programs and policies with the objective of maintaining a supportive maritime-business climate

## Recreation and Parks

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### Recreation

- Stanton Center held a Crisis –Response Presentation on October 6th for the Get Smart Club.
- Adult and Youth Open Gym, STAIR program, GAGAS (Girls Are Great at Science) and Friday Night Out all are all ongoing at the Stanton Center.
- Annapolis Entertainment and Arts District lease was approved by City Council and the organization moved into office space at the Stanton Center.
- Pip Moyer Recreation Center (PMRC) Fitness Programs had 76 hours of Personal Training and 1,412 participants in Fitness classes during the month.
- Mighty Milers running program was started at 10 elementary schools with 350 children participating. A Mighty Miler race will be held at Annapolis High School on November 15th.
- An Employee Wellness Health Screening Event was held at the PMRC.
- An Employee Wellness Luncheon was held on October 28th.
- Fall Sports leagues and classes are underway and will run through November.
- October was the Start of Youth Volleyball and Youth Basketball classes.
- Developed a partnership with Annapolis Sports and Social Club for the Adult Volleyball and Softball Leagues to take place at PMRC.

- Whole Foods will be donating the food and Toyota of Annapolis donated \$500.00 for the PMRC Breakfast with Santa event on December 10th.
- Ballet, Tap and Jazz classes have begun and continue through December.
- The first of a series of "Kids Day In" (program for kids when school is out) had 39 children attend at PMRC.
- Walter S. Mills- Parole Child Care Program had a perfect inspection from the State Office of Child Care
- Enrollment was increased at Hillsmere before school child care site.
- Began transportation for Eastport Child Care participants to West Annapolis Child Care as a temporary fix until a director can be hired at that site.

## **Parks**

- Phragmites in Spa Creek (Truxtun Park)- staff is working with residents that live along Spa Creek to have the phragmites sprayed in the cove of Truxtun Park. Staff worked with P&Z to get approval from the Critical Area Commission. EQR will be spraying the phragmites in November.
- Memorial Tree and Bench Program- Two memorial trees were planted this month. One along the NAAA trail and the other in Amos Garrett Park. A memorial bench will be installed in November near the Truxtun Park basketball courts. Two benches are available to purchase in the newly renovated Davis Park.
- Staff is creating a webpage on the Department website with a City map showing all the locations of all our Memorial tree and benches.
- GreenScape - Fall GreenScape ("Make a Difference" Day) was a success! Volunteers planted 2500 tulip and daffodil bulbs in public spaces throughout the City
- Park Maintenance Staff has begun winterizing parks and athletic fields.
- Staff has removed 4 dead trees within the boat trailer parking area and pavilion #1.
- The renovation of Davis Park in Eastport is complete. The Department of Natural Resources grant funded project included removing asphalt and installing turf grass, landscaping, a walkway and new benches.
- The lease agreement with the Annapolis Maritime Museum was approved by City Council and a lease signing ceremony was held at Ellen Moyer Nature Park at Back Creek.

## **Harbormaster**

- New Harbormaster, Beth Mauk, has joined the Department.
- Fall Boat Show occupied City Dock October 2nd-19th.
- Preparations underway for the Tug-of-War, Parade of Lights and New Year's Eve events.
- Preliminary specifications are being finalized to replace the decking at City Dock. Funding will be provided through a Department of Natural Resources Waterway Improvement Grant. Plan to have work done during the winter months.

## Transportation

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### Activity Report

#### Transit Operations

##### Monthly Ridership and Revenue by Route

Table 1 October 2016 Unlinked Passenger Trips

Route	October 2016	October 2015	% Change
Red	4,710	5,897	-20.13%
Yellow	2,629	3,091	-14.95%
Green	6,808	8,252	-17.50%
Orange	1,522	2,241	-32.08%
Gold	2,394	2,900	-17.45%
Brown	6,349	7,634	-16.83%
Purple	2,865	3,393	-15.56%
Circulator	3,069	4,645	-33.93%
State Shuttle	2,908	4,003	-27.35%
Paratransit	301	565	-46.73%
<b>Total</b>	<b>33,555</b>	<b>42,621</b>	<b>-21.27%</b>

Table 2 October 2016 Farebox Revenue

Route	October 2016	October 2015	% Change
Red	\$7,688	\$8,379	-8.25%
Yellow	\$1,512	\$2,021	-25.19%
Green	\$10,821	\$12,169	-11.08%
Orange	\$2,444	\$2,905	-15.87%
Gold	\$3,048	\$3,171	-3.88%
Brown	\$10,197	\$10,945	-6.83%
Purple	\$2,961	\$2,938	0.78%
Circulator	\$1,965	\$4,241	-53.68%
State Shuttle**	\$1,377	\$553	149.01%

Paratransit	\$748	\$436	71.56%
<b>Total</b>	<b>\$42,761</b>	<b>\$47,758</b>	<b>-10.46%</b>

\*\*Excludes fares from State employees

### Service Hours and Service Miles

Total Service Hours in October 2016: 4,991 hours

Total Service Miles in October 2016: 49,516 miles

### Safety

Transit bus #5309 was hit by a pickup truck while stationary. The crash caused substantial damage to the bus which has been totaled.

### Parking

Table 3 Parking Garages – Vehicles Parked and Revenue, October 2016

Garage/Lot	Vehicles Parked	Total Revenue
Gotts	18,294	\$180,105.00
Hillman	15,316	\$227,731.00
Knighton	5,481	\$37,183.00
Park Place**	8,903	\$114,915.83
South Street Lot	1,576	\$14,164.00
Larkin Street Lot	57	\$11,250.00
<b>Total</b>	<b>49,627</b>	<b>\$585,348.83</b>

\*\*Managed by Towne Park

Table 4. On-Street Parking, October 2016

Meter Revenue	\$134,892.75
Parking Citation Revenue	\$84,510.00

### Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period September 22, 2016 through October 19, 2016.

Table 5 Summary of Overtime and Leave Hours – September 22 – October 19, 2016



Division	Overtime	Leave (sick, vacation and personal, etc)
Parking Enforcement Officers & Parking Meter Technicians	0 hours	70.5 hours
Transit Vehicle Operations – Bus Operators only	280 hours	842 hours
Transit Supervision	53 hours	64 hours
Vehicle Maintenance	20.5 hours	120 hours

## African American Liaison

- Walking through the neighborhood and visiting the people to find out about the living environment they experience and what they wish to make it better.
- Discussed with community individuals the things that concern them [shooting, violence] and what Mayor and the Police Department can continue to help in this regard.
- I have visited New Town residents, Ward 2, New Town, Eastport. These neighborhoods are an ongoing project in which the neighborhood people are visited regularly on the street.
- I was invited to Woodside Gardens to walk around the neighborhood while they were having a large fair with families. People who attended were the Captain of the Police Department, Sheila Finlayson, Alderman for Woodside Gardens. The event was very successful from what I noticed.
- Met a man at CVS on Forest Drive. We talked about the gun he had. He gave it to me. I was told that the gun was not used. This young man has volunteered to help me get guns off the street.
- I have talked with coaches, representatives of the Naval Academy and the Anne Arundel Co. Department of Arts and Recreation about the idea of beginning a Neighborhood Olympics. We have many neighborhoods and we have many concerns. One way to come together is to have neighborhoods adopt teams and compete in an Olympic way. Parents will be involved in making sure that the team members are neighborhood children. We will not interfere but we will provide places to practice and jerseys for each neighborhood. We think that the teamwork approach for kids is very positive and allegiance to a common goal with the family and the neighborhood would be a positive experience for Annapolis. Families, children, neighborhoods learning to work together is a ticket for success.
- Talked with a woman who was in the detention center and spoke to a parole officer who had called me to come and talk to the woman about facilitating her admission into a drug program.
- She is in a 16 month program in Bridgeport, CT.
- We have a wonderful collection of clothes going to Haiti.